
FY 2019
SMALL NEPA PROJECT DESCRIPTION
Nez Perce-Clearwater National Forests

Please **do not leave any field BLANK**, unless it does not apply.
Submit form (Word doc) electronically to jjchynoweth@fs.fed.us by **May 9, 2019**.

(NOTE: Italicized / red comments are for reference only. You may delete them when completing form.)

Project Name	New Kamiah Supervisor's Office
District Name (or "Forestwide")	Forest Wide
County where project located?	Lewis
FS Personnel Name, Phone Number and Email <i>If a partnership, please add name, phone and email; however, an FS employee MUST BE the project proponent and point of contact.</i>	Travis Mechling (208) 476-8210 tmechling@fs.fed.us
Legal Location <i>Township(s), Range(s), and Section(s) of project.</i>	TN33N, R3E, SEC 1
District Ranger / Line Officer's Name <i>Person(s) responsible for signing the decision document</i>	Kurt Steele
Is the project associated with meeting a Forest target?	no
Which CE Category does this project fit? <i>Provide citation: 36 CFR 220.6(e)(x)</i> <i>See below regarding 220.6(d)(x) projects.</i>	Focused Environmental Analysis
A Project Record or written Decision are <u>not required</u> for projects for 36 CFR 220.6 (d) categories except at the Decision Maker's discretion. <i>IF being submitted under <u>36 CFR 220.6 (d)</u>, does the Decision Maker want a written Decision?</i> Yes <i>If no, this form does not need to be filled out nor submitted to the Small NEPA planner.</i> <i>If yes, provide the category above, complete the remainder of this form and have Decision Maker submit it to the Small NEPA planner.</i>	

At what level does the Decision Maker want the project scoped?

Internal___ External*__X_

Internal scoping will be through the Small NEPA IDT, unless otherwise specified. Scoping would be documented in the Extraordinary Circumstances Checklist.

*External scoping will be with the public via a scoping letter, a legal notice, and the scoping letter posted on the NPCWNF website. The Project will only be scoped to the Tribe(s) et al (see * below), unless otherwise specified.*

**For external scoping, please to complete block below.*

Provide a list of the individuals, groups, agencies, etc. (other than those listed below*) with their mailing address and/or email address, of those who will be included for external Scoping.

- DO NOT provide only a name.
- DO NOT leave this box blank: If no additional individuals et al are to be scoped please enter N/A.

City Of Kamiah
Lewis County Commissioners

** The Nez Perce and Coeur d'Alene Tribes will be scoped. The following will also be included for all SN scoping: Friends of the Clearwater, Idaho Conservation League, Thomas E. Peterson and Bill Mulligan.*

What Level of Analysis (below) does the Decision Maker want for the Project?

__X__ **Low level:** If the project's level of public scrutiny is projected to be relatively low or unknown, the line officer chooses who we would contact for scoping (limited). In this case specialists would only do the checklist for each project. Documentation for low level analysis projects would be a completed checklist filled out by the specialists, including the name of the specialist who performed the analysis, the project name, and date it was completed. No other written documentation would be generated.

_____ **Moderate level:** If the project's level of public scrutiny is projected to be relatively moderate to high, then the line officer chooses who we would contact for scoping (a little broader). In this case, specialists would complete the checklist with the only write up being for items that are present and the rationale for the effects call. No write up would be given for items in the checklist that are not present. If the determination is no effect (which generally speaking, most CE's should have zero to very little adverse effects), then document why that determination was made in one paragraph or less. If the determination is an adverse effect, then why that determination was made would be written in less three paragraphs.

List the Management Area(s) in which your project is located.

Administrative Site

What are the desired conditions (*relevant to your project*) for the Management Area(s) listed above?

Background: The nine acre site that makes up the Nez Perce – Clearwater Supervisor’s Office Compound is set aside under a unique designation as an administrative site. Administrative sites can be sold or exchanged under the Forest Service Facilities Realignment and Enhancement Act authority and an undocumented CE 36 CFR 220.9(d)(7) or fully developed as the needs of the Forest may require.

After the combination of the Nez Perce and Clearwater National Forest Supervisor’s Offices in Kamiah. The FS attempted to utilize the existing building with alterations and compromises. To fully comply with all applicable laws and codes (desired condition) substantial upgrades at significant costs are still necessary. Even if the building upgrades were to take place, physical communication barriers continue to exist which reduces the flow of information and the efficiency of the SO.

A Preliminary Project Analysis and subsequent decision for adoption of a facility alternative (alternative 2B) was made on October 4, 2018. The alternative consists of moving the two annexes adjacent to the existing bunkhouse to be used for additional bunk or residence space. A new administrative office and associated parking will be constructed in the area of the existing annexes. An access path and road connecting the lower portion of the site to the upper portion of the site will also be constructed.

Desired conditions are described in Chapters 2 & 3 of the Nez Perce and Clearwater Forest Plans.

Is the project in an Inventoried Roadless Area (IRA)? No

If yes, which one?

** Fill in the ‘Project in Roadless Area’ table below, **AND** complete a Briefing Paper - note map requirements. Provide the completed Briefing Paper to the Environmental Coordinator and Brian Riggers prior to scoping.*

Is the project in a congressionally designated area, ex. Wilderness Area, Wild & Scenic River Corridor, Research Natural Area, Historic Trail, etc.? No

If yes, which one(s)?

** Please contact Carol Hennessey, cahennessey@fs.fed.us, 935-4270, **BEFORE** submitting this proposal, to discuss how the project may affect the designated area.*

** For projects that occur in the **Lolo Trail National Historic Landmark**, please contact Steve Lucas, slucas@fs.fed.us, 208-983-4040, **BEFORE** submitting this proposal, to discuss how the project may affect the designated area.*

Are there Floodplains or Wetlands in the project area? No

Are there Municipal Watersheds in the project area? No

If yes, which one?

Is the project located in an RHCA? No

What is the Purpose and Need for the proposed action*?

The purpose and need of the new office in Kamiah is to resolve the following issues and adhere to Forest Service, Secretarial, and Agency Direction.

The current office space at the Kamiah SO site does not meet the needs of the Forest for the following reasons:

- Currently, SO employees are occupying three separate buildings, which does not provide for a cohesive work force, and does not ensure effective communication or regular interaction.
- Currently there is not enough space to house all SO employees that need to work in Kamiah. There are SO employees working out of other offices due to the lack of space with the current arrangement.
- The current offices do not comply with the American Barriers Act along with other building codes that ensure the health and safety of the employees.
- Currently there is an insufficient number of phone connection, causing many employees to have to use cell phones and the internet speeds are well below industry standards.
- The current office building are energy inefficient.

Building a new office building that will house all SO employees will be the Forest needs by accomplishing the following:

- Combine the SO into a new single building, just as we have combined the Nez Perce and Clearwater National Forests. This will serve as an example of a cohesive forest, one which continues to lead the Region.
- Ensure effective communication between SO employees. Create a space where all employees can regularly interact.
- Conform to the Architectural Barriers Act and allow all employees and the public, regardless of disability, the same opportunity to interact with forest employees.
- Provide modern IT and phone services to employees.
- Comply with modern codes that have been developed for the health and welfare of our employees and visitors.
- Provide an example of energy efficient building construction that highlight the use of natural materials sourced from our forest.

Describe the Existing Condition of the project area. The Kamiah administrative site in an approximately 9 acres site within the Kamiah City limits. The 5 structures on the site were constructed in the early 1960 and the office and warehouse, located to the north near hwy 12, on the lower portion of the site are listed as eligible for the historic register. On the upper part of the site, adjacent to hwy 64, are three residences. The two residences furthest to the west were converted into office annexes one and two. The residence furthest to the east is being used as a bunkhouse. The majority of the site to the south of the existing office is fenced pasture with numerous Ponderosa Pine varying in age and size. In the past this pasture has been used for Forest Service pack stock. The extents of the site have very likely been disturbed in its entirety, however, that determination is up for Heritage's review.

Describe the Proposed Action.

The proposed action will be to construct a new office building and other site improvements starting in the winter/spring of 2020 and lasting through 2021. Elements of the construction will be to relocate the existing annexes adjacent to the existing bunkhouse; construct a new office building to house all the Kamiah SO employees; construct the needed associated parking; construct secure parking for fleet and long term employee parking; and to construct an access path and road that will connect the lower portion of the Kamiah site, where the existing parking is, to the upper portion of the Kamiah site, where the new parking will be.

New crawl space foundations will be constructed adjacent to the existing bunkhouse, and annex 1 and 2 will be lifted off their existing basements and placed on the newly constructed foundations adjacent to the existing bunkhouse. Other than the foundations, the only other expected modification to the annexes will be ramps to the entrances, in order to meet the American Barrier Act, and the HVAC systems. The existing annexes basement will be demolished and likely removed off site.

The new office building will be an approximately 13,000 square foot administrative office, and will accommodate 74 permanent full time employees and 6 seasonal employees. It is anticipated that the new office will be a 2 story building in order to better fit the contours of the site and to reduce the overall foot print (see attached site map) .

The Parking, as shown on the attached site map, will accommodate approximately 110 parking spaces for employees and visitors alike. Also, included will be two 40' long pull through RV parking spaces. It is anticipated that the RV parking spaces will be adjacent to Hwy 64, however, the exact location has yet to be determined. Secured Parking, as shown on the map, may be constructed lower on the site to accommodate approximately 20 fleet vehicles and/or employee vehicles in long term parking status.

The primary accesses for the Kamiah site will be US Hwy 12 to the North and State Hwy 64 to the South. It is not anticipated that the current site access will change, other than the access road will provide vehicle access through the site, where there was no through access before. The access road will be from the lower parking area of the existing office to the upper proposed parking area (see the attached site map). An access patch from the lower portion of the site to the upper portion of the site will likely be adjacent to the access road.

It is anticipated that large excavation equipment will be used excavate the new office building foundation, foundations for the relocated annexes; to demolish the existing annex basement; and for site grading of the access road and parking areas. Depending up on the Heritage survey and recommendation, archeological monitoring may be required. Also, a soil erosion control plan will be required as part of the contract. It is anticipated that various building permits from the City of Kamiah, and other local and state agencies will be required.

List the Design Criteria / Mitigation Measures * to be included with the Proposed Action.

- Possible Archeological Monitoring.
- A soil and erosion control plan during and after construction.
- Storm water runoff design.

** Additional Design Criteria/Measures can be listed under "Additional Information" on the last page of this form*

Small NEPA IDT/resource specialists are listed below. Contact them if you have any questions regarding their resource for your project.

Botany – Mike Hays, mhays01@fs.fed.us; 983-4028

Fisheries – Derrick Bawdon, dbawdon@fs.fed.us; 963-4211

Heritage – Steve Lucas, slucas@fs.fed.us; 983-4040

Hydrology – Cynthia Valle, cvalle@fs.fed.us; 963-4203

Minerals – Marty Jones, martinjones@fs.fed.us; 983-5158

Recreation – Carol Hennessey, cahennessey@fs.fed.us; 935-4270

Soils – Alex Rozin, alexandraroizin@fs.fed.us; 842-2100

Wild and Scenic River – Chris Noyes, chnoyes@fs.fed.us; 935-4251

Wildlife – Jim Lutes, jamesrlutes@fs.fed.us; 963-4202

PROJECT MAPS

Please send – separate from this form and per the instructions outlined below – a GIS-generated map or maps of the project area (pdf format only) with the project submission email.

- Make sure that the map layers can be turned on / off / are editable.
- Make sure the map(s) fits on an 8.5 x 11 sheet of paper.

Provide at least one map, preferably “portrait” orientation, with the project area / features as:

- a Point, e.g. culvert, bridge, etc.,
- a Line, e.g. fence, road, creek, etc., and/or
- a Polygon, e.g. stand boundaries, treatment areas, etc.
 - Do not use a point if treating an area, use a polygon.
 - Points/lines/polygons need to be distinct and easily found on the map.
 - The project area / site needs to be centered on the map, especially if only one area/feature.

Please use the Forest Visitor Map as your map’s base layer.

- Do not add contour lines to the FV map unless needed for clarifying the proposed action. Contour lines can make the map difficult to read.
 - If contour lines are needed, make sure they are distinguishable from other linear features such as roads, trails, streams, etc.
- A topo map can be substituted for the FV map. If using a topo map but the contour lines are not important the topo lines should be light gray or opaque.
- Regardless of base map, make sure there are identifiable elements, e.g. towns, roads, streams, etc. on the map to help locate the project area on the landscape and that the elements are clearly labeled.

The preferred map scale (typically 1:24K) is whatever scale best presents the project area’s location and proposed activities:

- If the 1:24K scale is too small (i.e. the project feature(s) – point/line/polygon – would be hard to find or would be indistinguishable on just one map), use a larger scale to show the overall project area (coarse scale map) and smaller scaled maps to show the project features (fine scale map).
- If the 1:24K scale is too big (i.e. the project feature is a tiny point or thin line lost/hard to find on the larger landscape), use a smaller scale to highlight the feature while ensuring there are elements on the map to identify the project’s location.
- If you need to make additional maps, please make as few as possible.

At a minimum, all maps should include (with the preferred but not set in stone location on the map):

- a Title (project name and district name only (please); centered at top)
- a Legend (features clearly labeled; lower right corner)
- a Scale (in half mile, e.g. 0__0.25__0.5 miles, or full miles, e.g. 0__0.25__0.5__1.0 miles; lower left corner)
- a North Arrow (upper right corner)
 - Display all of the above in boxes with black outlines and a white backgrounds (not gray or yellow)
 - Do not ‘Halo’ the text or numbers or anything else on the map. Please.
 - The Scale needs to be large enough to read the numbers.

Finally, please include the mapmakers name and the date it was created on the map.

The Map(s) you provide will be used for Scoping the Public and the Tribes and in the Decision document. Please make sure they show – clearly, effectively, and professionally – what activity or activities are being proposed and where they are located on the Nez Perce - Clearwater National Forests.

SHAPEFILES

The resource specialists require the shapefile(s) of the project's proposed activities before they will conduct their analyses. Providing the shapefile does not substitute for providing a pdf map.

The Project Proponent needs to send the shapefile, or a location where the shapefile can be found, to the Small NEPA Planner (currently: jjchynoweth@fs.fed.us) by the time or shortly after the District Ranger submits this form.

- Shapefiles need to include the Project Name and have the Feature (culvert, bridge, etc.) labeled.
- Shapefiles need to include the following extensions – .dbf, .prj, .sbn, .shp, .shx, and .xml.

PROPONENT: When submitting the shapefile(s) you must include in the email how the location(s) of the project feature(s), i.e. line, point, and/or polygon, were determined (see below):

- Field-collected GPS data;
- From existing corporate GIS data (provide name of GIS layer);
- Created (digitized) from an aerial photo;
- Created (digitized) from the existing corporate GIS data;
- Created (digitized) from the NPCLW Visitor Map;
- Other (describe).

Projects in Roadless Area

<p>What is the Inventoried Roadless Area name?</p> <p><i>O:\NFS\NezPerceClearwater\Project\MultiBasin\Planning\Small_NEPA_Cat_Ex\Reference Material\Roadless Rule Info</i></p>	<p><u>Forest Plan IRA Name (if different):</u></p>
<p>Identify the Idaho Roadless Management Classification:</p> <ul style="list-style-type: none"> • <i>Wild Land Recreation</i> • <i>Special Areas of Historic or Tribal Significance</i> • <i>Primitive</i> • <i>Backcountry Restoration</i> • <i>General Forest, Rangeland and Grassland</i> 	<p>Classification(s):</p>
<p>Does the project involve constructing or reconstructing roads? Yes* No</p> <p>* If yes, see http://www.gpo.gov/fdsys/pkg/CFR-2011-title36-vol2 then navigate to Subpart C 294.23</p>	
<p>Does the project involve cutting trees? Yes* No</p> <p>* If yes, see http://www.gpo.gov/fdsys/pkg/CFR-2011-title36-vol2 then navigate to Subpart C 294.24</p>	
<p>Does the project involve removing minerals, including common variety minerals? Yes* No</p> <p>* If yes, see http://www.gpo.gov/fdsys/pkg/CFR-2011-title36-vol2 then navigate to Subpart C 294.25</p>	

Additional Information: